

Job Description: City Coordinator

Department: Operations

Reporting To: Manager – Operations

Contract: 10-Month Fixed-Term Contract (Renewable)

Locations: UP(Hapur, Bijnor, Amroha)

Vacancies: 2 per city

Experience: 2–4 Years

Qualification: Graduate in any discipline

Salary: ₹36,000–₹38,000 per month

Job Overview

We are looking for City Coordinators to manage the on-ground implementation of skilling programmes in partnership with ITIs, Higher Education Institutions (HEIs), and other stakeholders. The role involves institution coordination, placement support, quality monitoring, and data management to ensure smooth programme delivery and successful learner placements.

Key Responsibilities**1. Operations & Institution Coordination**

- Coordinate with partner institutions and maintain strong working relationships.
- Support centre readiness, batch setup, and programme implementation.
- Conduct regular institution visits and resolve operational issues.
- Coordinate with institutional teams and consortium partners.

2. Placement Support

- Coordinate placement drives, interviews, and learner profiles.
- Share job vacancies with placement cells within 24 hours of receiving them.
- Submit learner profiles to the Business Development team at least 5 working days before interviews.
- Track interviews, offers, joining, and retention outcomes.
- Support employer interactions and placement activities.

3. Quality Monitoring

- Monitor training quality, trainer readiness, and learner engagement.

- Conduct classroom observations and maintain quality reports.
- Ensure adherence to training standards and methodologies.
- Identify and escalate quality concerns for timely resolution.

4. Data Management & Reporting

- Maintain accurate learner, batch, attendance, and placement data in MIS, Salesforce, and trackers.
- Conduct data-quality checks and maintain supporting documentation.
- Coordinate learner feedback and employment follow-up surveys.
- Prepare weekly and monthly performance reports.
- Participate in review meetings and share progress updates.

Required Skills & Qualifications

- Graduate in any discipline.
- 2–4 years of experience in operations, skilling, education, placements, or project implementation.
- Experience in government skilling projects will be an advantage.
- Good working knowledge of MS Excel and reporting tools.
- Familiarity with Salesforce or similar MIS platforms is preferred.
- Strong coordination, communication, organisation, and problem-solving skills.
- Ability to work independently and manage multiple tasks.
- Fluency in the local language and working knowledge of English.
- Willingness to travel locally to partner institutions.

Compensation & Benefits

- Monthly salary upto 45k per month
- Reimbursement of eligible travel and incidental expenses.

Please share your resume at: sakshi@pmpsl.net.in